

Columbus – Bartholomew County Planning Department
Zoning Compliance Certificate Site Plan Checklist
(Columbus & Bartholomew County Zoning Ordinance Section 12.9(D))

All Zoning Compliance Certificate applications that involve alterations to the site (such as new construction, expansions of existing buildings, mineral extraction, change of use involving the need for additional parking, etc.) shall be accompanied by 5 copies of a site plan that includes the information listed below.

Some items listed below may not apply to certain applications. The applicant is responsible for contacting the Planning Department to mutually identify any information that is not applicable. The applicant is also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, or City/County Engineer of jurisdiction to demonstrate compliance with the requirements of the Zoning Ordinance.

1. _____ A site location map showing the subject property, adjacent streets, and the nearest intersection.
2. _____ the address of the parcel;
3. _____ all property boundaries, including dimensions;
4. _____ the drawing scale and a north arrow;
5. _____ all rights-of-way (with street name and classification labeled), easements, and required buffer yards and setbacks;
6. _____ all existing and proposed structures or other site improvements with the dimensions of such improvements;
7. _____ the height of all structures (in feet from ground level);
8. _____ the distances from all proposed structures to the property lines;
9. _____ the location of any existing or proposed septic field;
10. _____ the location of any existing or proposed driveway and/or parking areas (including parking space dimensions, driving aisle widths, intersection radii, pavement materials, curb locations, driveway widths at the property line, and distances to the nearest drives on the same and opposite side of the street);
11. _____ the location of any drive-through facilities, including vehicle stacking spaces and point of service;
12. _____ the location of any loading areas;
13. _____ all sidewalks (public and private) including construction details and accessible ramp details;
14. _____ the location of any required landscaping, with plant materials labeled according to size at planting and species;
15. _____ any areas proposed for permanent or occasional outdoor storage, sales, and/or display;
16. _____ any fences or walls;
17. _____ a photometric plan and/or detailed specifications for all exterior lighting fixtures;
18. _____ the location of any required intersection sight visibility triangles;
19. _____ the location of any waste containers and a detail demonstrating how they are to be enclosed;
20. _____ the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds that are located on, cross, or adjoin the subject property;
21. _____ all sanitary sewer, storm sewer, and water utility connections and infrastructure located on or immediately adjacent to the subject property;

- 22. _____ any flood hazard areas, including the finished floor elevation, base flood elevation, and flood protection grade for all structures;
- 23. _____ general grades on-site sufficient to determine positive drainage
- 24. _____ a septic system permit from the Bartholomew County Health Department (if a septic system is to be used).
- 25. _____ a description of the existing or proposed uses of the property.
- 26. _____ an indication of the number of dwelling units, or tenant spaces, the building is designed to accommodate.
- 27. _____ a certification of the location of proposed buildings and other structures by a land surveyor licensed in the State of Indiana.